Helpful Hint— ADDING GEODATA AND CONNECTING TO GEODATA LOCATIONS IN ARCGIS

Applies to Version:	Toolkit 2004/ArcGIS
Written by:	Dave Brower
	Washington NRCS
	GIS Specialist
Helpful Hint Date:	11/27/2004

At some point, you will want to add other geospatial data to your GIS project from the O:\ drive (or other computer location on your Local Area Network).

To do this, click on the "Add Data" button (also called the "Plus" Button) in the top middle of the ArcGIS window) to browse to the O:\geodata folders.
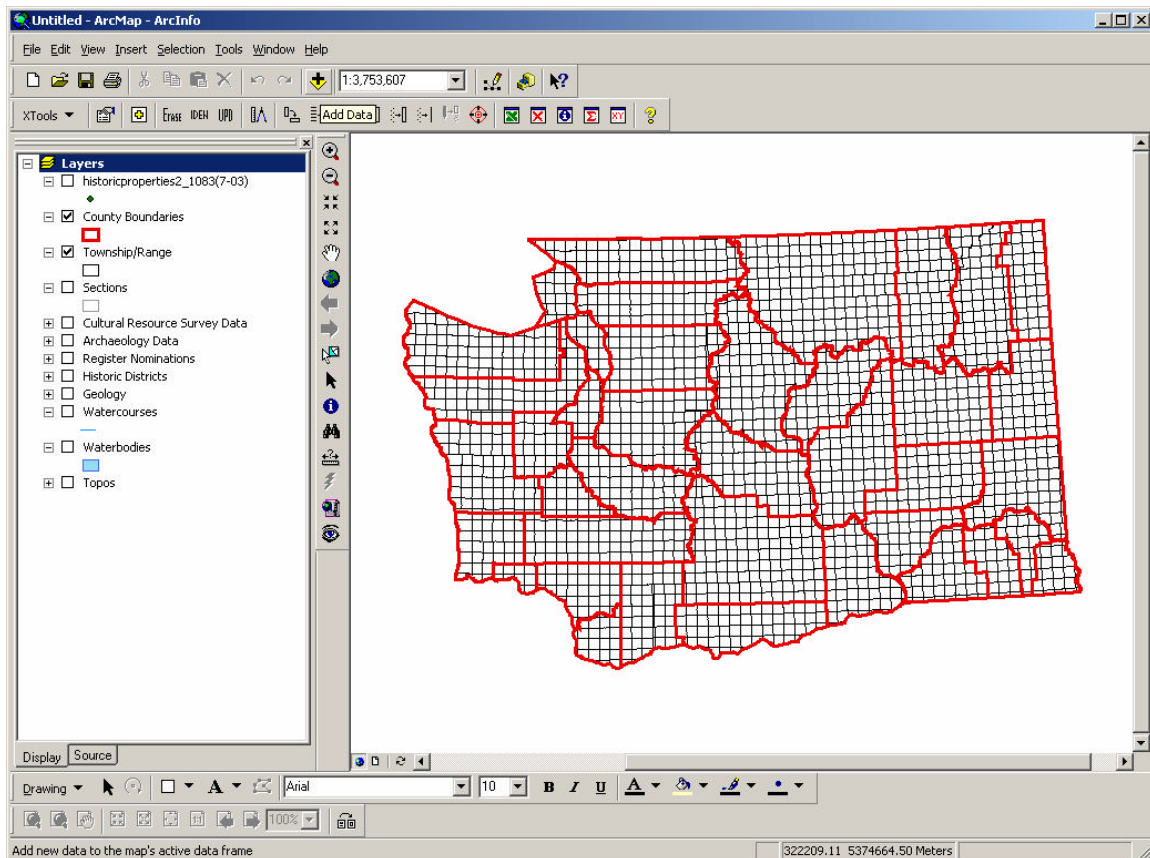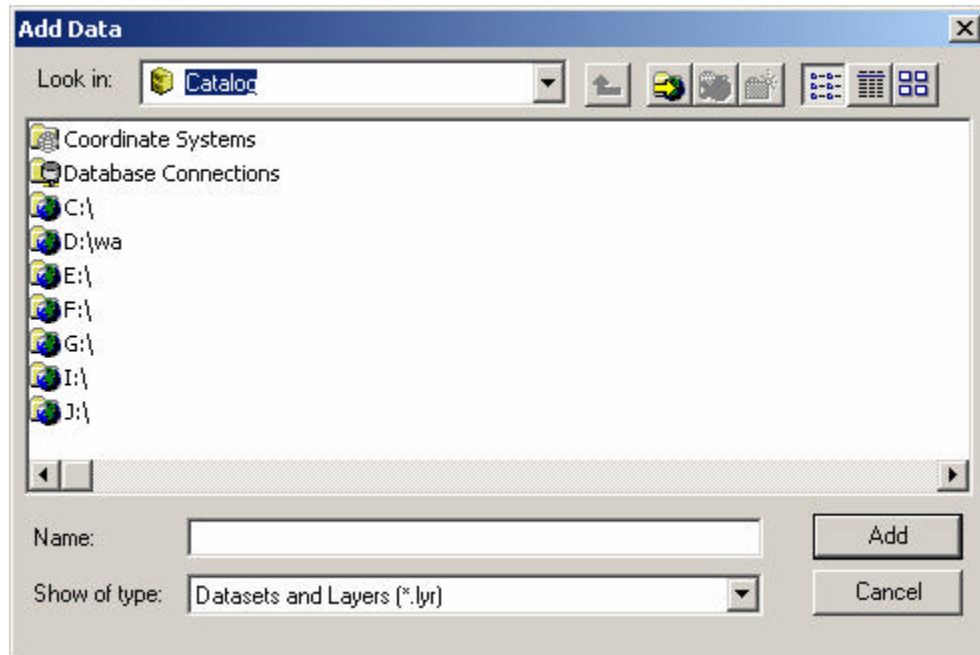
This is the browse window. If you see the O:\ drive, you can just click on it to go to the geodata folders and add data.

If you don't see the O:\ drive, you will need to add it to this list (this only needs to be done one time, it will remain in the list for the next time you browse for data). Click on the "Connect To Folder" button (the one with the little yellow arrow).
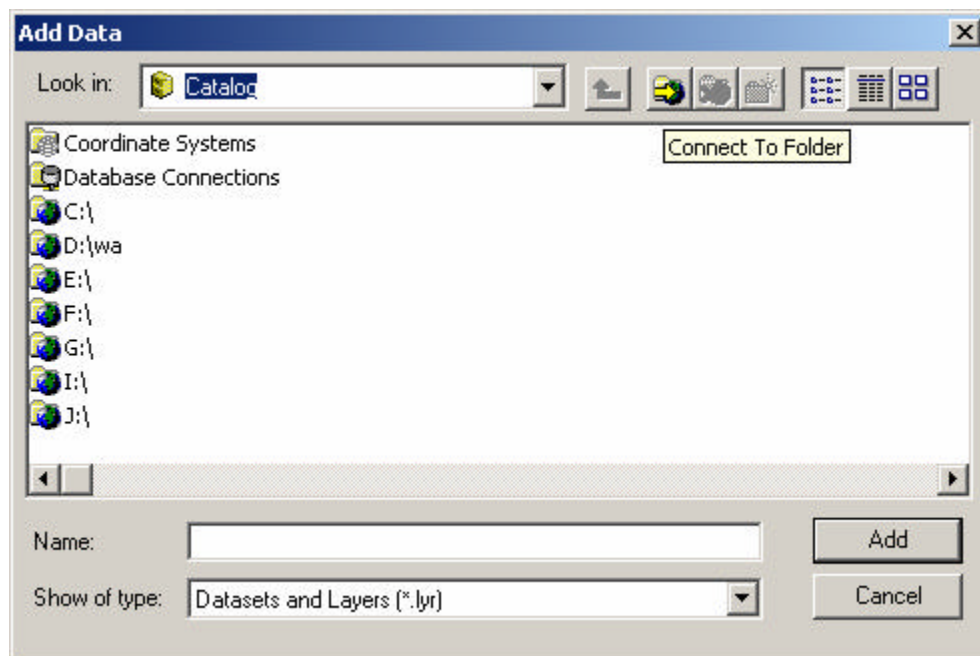
The "Connect To Folder" window pops up. Notice all the hard-drives available on this computer. Most of these have been "mapped" and reside on a separate computer somewhere on the Local Area Network.
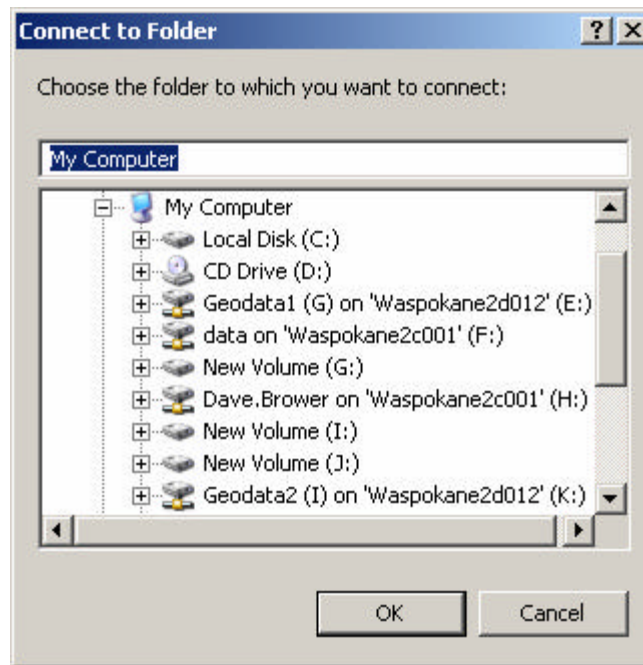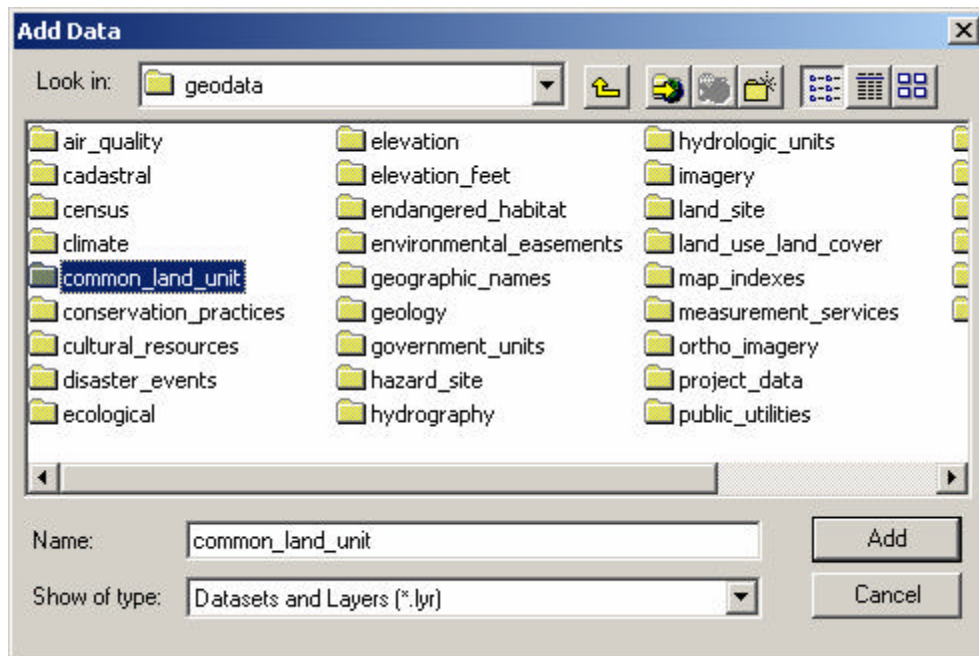

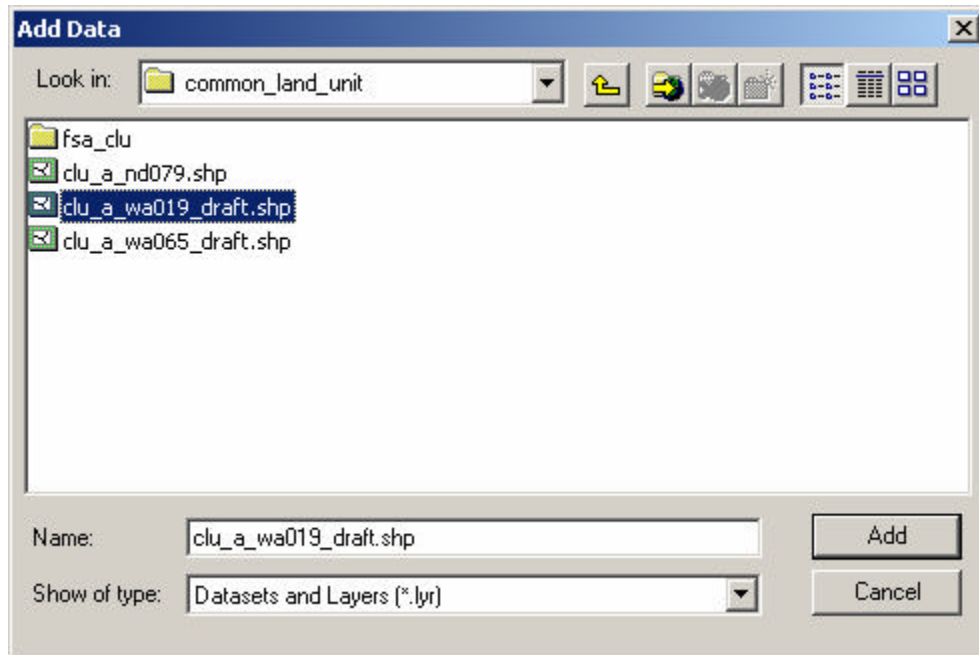You may need to scroll down to find the O:\ drive.
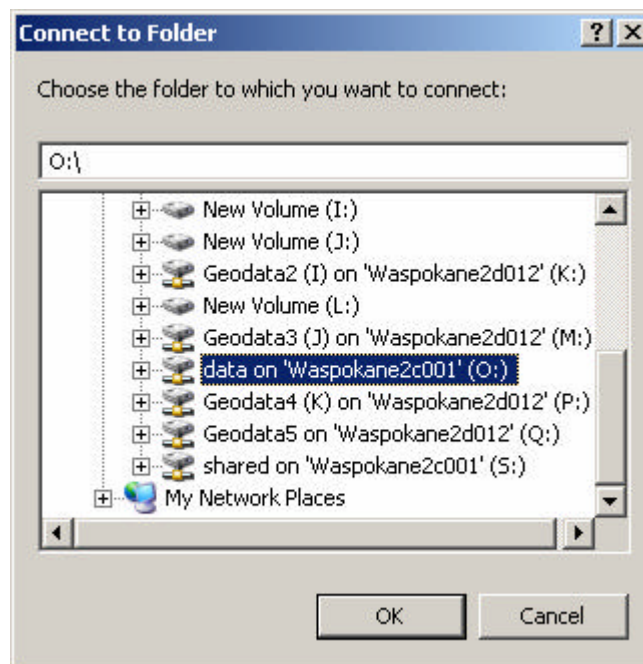
Click on the O:\ drive to select it and click "OK". (This location is now saved for future use. The next time you click on the "Add Data" button, the O:\ drive will be available.
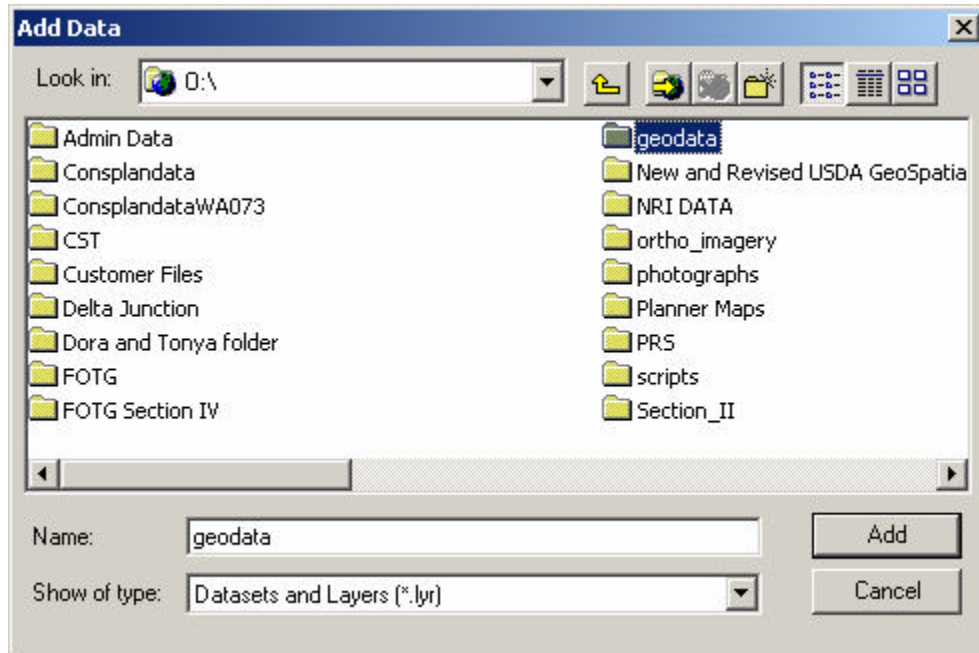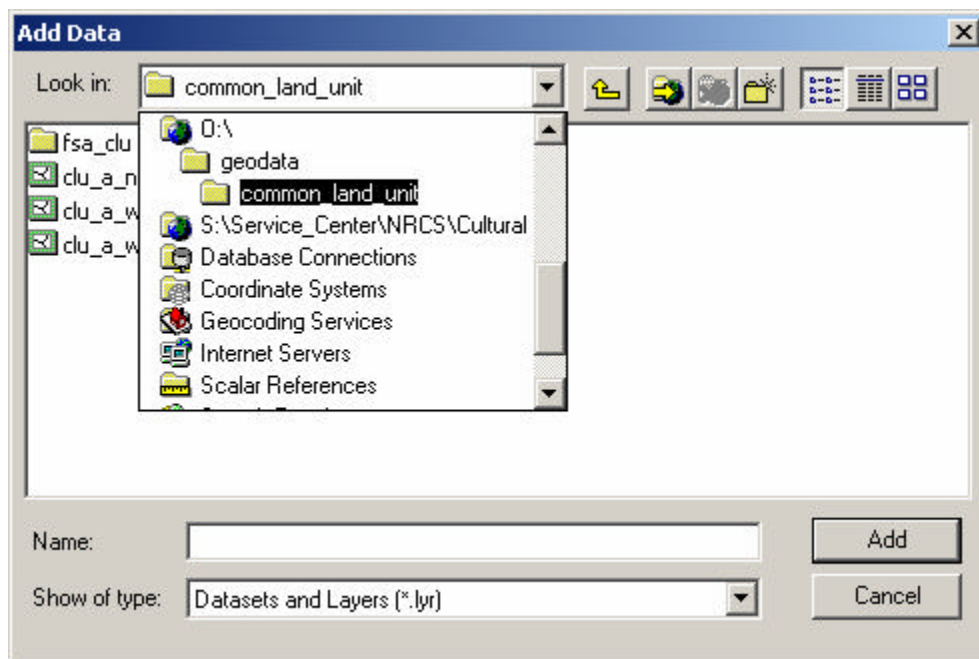
You should now be in the O:\ drive and can double-click on "geodata" to access the folders.

Double-click on the geodata folder that contains the data you want to add.

Select the data layer you want and click the "Add" button, or just double click the layer.

If the data you were looking for isn't in this geodata folder, don't select a data layer or click "Add".   You can to move to a different geodata folder by using the "Look in:" pull-down menu and selecting the geodata folder.
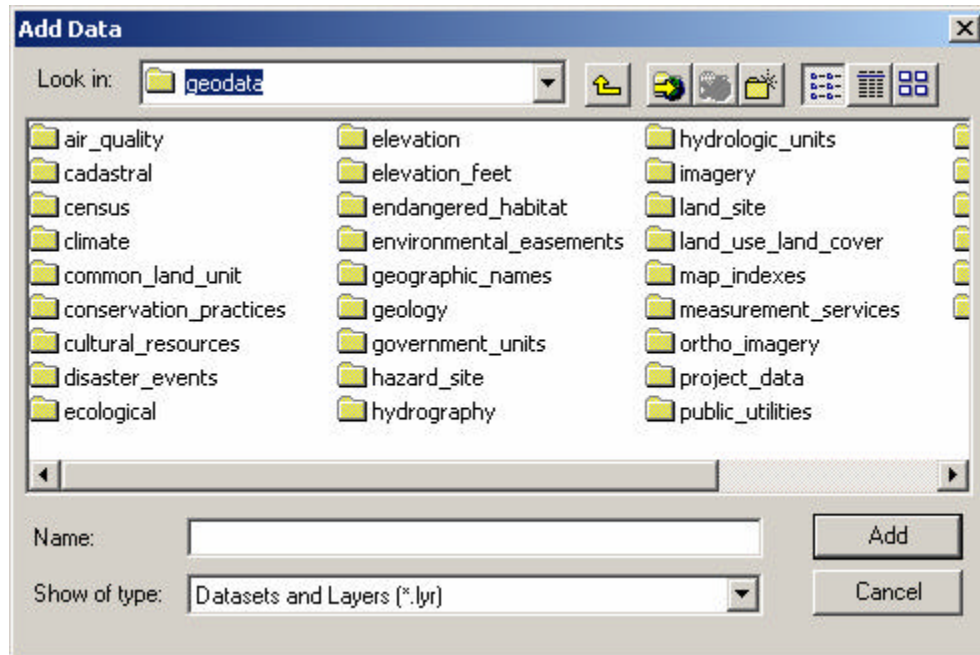
This moves you up in the folder structure and now you can see all the folders under geodata. Double-click the folder you are interested in.

You might have another computer on your Local Area Network with geodata on it that you want to make available when browsing for data. You must first "map" this computer/hard-drive so that it shows up in your ArcGIS list of available locations. This not done in ArcGIS, this is a Windows XP function. Once it is mapped it will then show up in the ArcGIS pick-list just like the O:\ drive did in the example above.

If you don't know how to "map" hard-drives, contact one of us (the Geotechnology Team at the State Office) or the ITS staff and we can help you get set up.